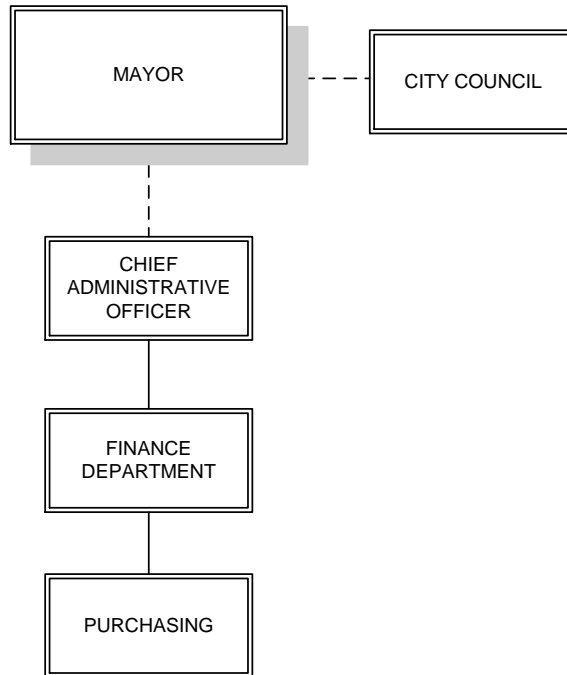


FINANCE DIVISIONS PURCHASING

MISSION STATEMENT

Provide our customers with professional services, support, and advice for the carrying out of departmental objectives. Strive for the cost-effective procurement of quality goods and services resulting in high quality and cost effective services to the city.



GENERAL FUND BUDGET

PURCHASING

BUDGET DETAIL

Bernd Tardy
Manager

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

ORG DESC	APPR DESC	FY2009	FY2010	FY2011	VARIANCE TO	
		ACTUAL	BUDGET	MAYOR PROPOSED	FY2011 ADOPTED	FY2010 BUDGET
'01035000 PURCHASING		366,127	467,436	514,744	514,744	47,308
	1035PS PURCHASING PERSONAL SERVICES	307,355	353,503	379,443	379,443	25,940
	2035TPS PURCHASING OTHER PERSONAL SERVICES	21,895		5,100	5,100	5,100
	3035FB PURCHASING FRINGE BENEFITS		71,920	89,668	89,668	17,748
	4035EX PURCHASING OPERATIONAL EXPEN	10,508	11,013	10,322	10,322	-691
	6035SS PURCHASING SPECIAL SERVICES	26,368	31,000	30,211	30,211	-789

PERSONNEL SUMMARY

Job Description	FTE FY 2010	FTE FY 2011	VAC	NEW	UNF	FY 2010 CURRENT	FY 2011 ADOPTED	VARIANCE
BUYER	1.0	1.0				47,744	47,561	-183
PURCHASING AGENT	1.0	1.0				96,917	100,812	3,894
ASSISTANT PURCHASING AGENT	1.0	1.0				65,609	63,718	-1,891
BUYER	1.0	1.0				47,744	47,561	-183
ASSISTANT PURCHASING AGENT	1.0	1.0				47,744	72,230	24,486
BUYER	1.0	1.0				47,744	47,561	-183
	6.0	6.0				353,503	379,443	25,940
					TOTALS			

GENERAL FUND BUDGET

PURCHASING

PROGRAM HIGHLIGHTS

	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ESTIMATED 2009-2010
SERVICE INDICATORS					
PURCHASING					
Purchase orders issued	22,422	20,040	9,568	*	20,000
Board of Education Purchase orders	4,378	3,286	1,786	*	4,000
Food & Nutrition Purchase orders	2,247	1,733	757	*	2,000
Board of Education Grants	5,065	4,563	1,676	*	2,000
Total Board of Education Purchase orders	11,690	9,582	4,219	*	8,000
Board of Education Purchase orders as a % of Total	52.14%	47.81%	44.09%	*	40.00%
PURCHASES					
Qualified	51	131	148	0	150
Emergency		11	21	1	0
Waivers	11	1	1	0	0
Sole Source	5	58	55	65	60
State	20	35	37	59	
ICMA INDICATORS					
Percentage of Employees using the online purchasing system	5%	5%	20%		
Number of FTES in the purchasing department	6.7	8	8		
% of purchases made by women & minority-owned businesses	N/A	N/A	2.77%		
Bid requests processed	N/A	166	157	79	85
Informal Bids: days from requisition to P.O. issuance	13	12	12	9	0
Construction Bids: days from requisition to P.O. issuance	95	6	1	5	5
All other formal Bids: days from requisition to P.O. issuance	56	160	82	74	75

(1) Construction bids reflect new construction only.

PURCHASING	Bridgeport CT		ICMA Mean		Bridgeport CT		ICMA Mean		Bridgeport CT		ICMA Mid-year Report	
	ICMA Measures are measures of mean response limited to Cities with population of greater than 100,000 residents											
14.1 Percentage of employees using the online purchasing system		5%		25%		5%		17.5%		20%		10%
14.1 Standard default maximum dollar amount limit per transaction for purchases		N/A	\$	1,911		N/A	\$	1,889		N/A	\$	2,682
14.1 Dollar amount above which purchase must be made by Central Purchasing Office	\$	1,000.00	\$	9,027	\$	1,000	\$	7,891	\$	1,000	\$	6,572
14.1 Average term for long-term contract		N/A		1.6		1		1.4		1		1.7
14.1 Number of FTEs in central purchasing office		6.7		12.33		N/A		10.11		6		17.19
14.2 Calendar days from requisition to purchase order: informal bids		13		9.7		13		9.5		15		11.9
14.2 Calendar days from requisition to purchase order: existing contracts		N/A		9.4		N/A		4.8		N/A		6.7
14.3 Calendar days from requisition to purchase order: formal construction bids		95		47.2		95		57.5		95		63.6
14.3 Calendar days from requisition to purchase order: all other non-construction bids		56		40		56		46.4		56		59.2
14.3 Calendar days from requisition to purchase order: ALL FORMAL BIDS		N/A		49		N/A		58.8		N/A		58.4
14.4 % of purchases made by the CPO from minority and women owned businesses		N/A		10.10%		N/A		6.1%		2.77%		5.90%
14.5 Percentage of purchasing conducted with purchasing cards/ credit cards		N/A		4.68%		N/A		4.62%		N/A		4.55%
14.6 Total Number of new transactions per CPO FTE		N/A		583		N/A		1,514		N/A		4,706
14.7 Dollar amount of Central Purchasing Office Purchases per CPO FTE (in millions)		N/A	\$	14.5		N/A	\$	15.1		N/A	\$	15.8
14.8 Dollar amount of Nonconstruction purchases per CPO FTE (in millions)		N/A	\$	8.5		N/A	\$	7.29		N/A	\$	6.9
14.9 Number of protests filed		2		4		N/A		4.3		N/A		2.7
14.10 Number of protests filed per \$25 million purchased		N/A		0.24		N/A		0.14		N/A		0.48
14.11 Internal customer Satisfaction: Quality of Service: rated Excellent		N/A		41.60%		N/A		34.90%		N/A		50.60%
14.11 Internal customer Satisfaction: Quality of Service: rated Good		N/A		43.10%		N/A		46.10%		N/A		35.60%
14.11 Internal customer Satisfaction: Quality of Service: rated Fair		N/A		11.90%		N/A		13.30%		N/A		8.90%
14.11 Internal customer Satisfaction: Quality of Service: rated Poor		N/A		3.40%		N/A		5.70%		N/A		4.90%
14.12 Internal customer Satisfaction: Timeliness of Service: Excellent		N/A		31.10%		N/A		31.50%		N/A		39.90%
14.12 Internal customer Satisfaction: Timeliness of Service: Good		N/A		48.40%		N/A		42.40%		N/A		40.70%
14.12 Internal customer Satisfaction: Timeliness of Service: Fair		N/A		13.80%		N/A		15.70%		N/A		10%
14.12 Internal customer Satisfaction: Timeliness of Service: Poor		N/A		6.70%		N/A		10.40%		N/A		9.40%
CPO= central purchasing office; FTE= full time equivalent												

CPO= central purchasing office; FTE= full time equivalent

FY 2010-2011 GOALS

- 1) Implementation of a Purchasing (P-card) system to eliminate the need to place purchase orders for small purchases.
- 2) Assist MBE program administrator in implementing the city's "small local business enterprise" initiative.
- 3) Assist director of sustainability in implementing the city's "green" purchasing policy.

GENERAL FUND BUDGET

PURCHASING

PROGRAM HIGHLIGHTS

FY 2009-2010 GOAL STATUS

- 1) Our goal is to utilize all remaining staff resources to maintain day to day purchasing activities.
6 MONTH STATUS: This has been an enormous challenge. With the implementation of the MUNIS system several de-centralized purchasing transactions were eliminated, specifically PD, PG and SC transactions. Consequently, the number of purchasing transactions processed by the purchasing department has increased dramatically.
- 2) Consolidate, retrain, and streamline city personnel and resources.
6 MONTH STATUS: Due to the transition to the new financial system this is still ongoing.
- 3) To encourage more departments to try doing more RFIs (requests for information), RFQs (requests for quotes) RFPs (requests for proposals) for their department needs; thereby showing more collaboration, consensus & best value purchases.
6 MONTH STATUS: This endeavor has proved to be successful beyond expectations. During the past budget year 13 Quality based selections were completed. This year alone, we have conducted 19 QBS's between July 2009 and February 2010. We expect even more due to monies that have been allocated through the Federal ARRA projects. Due to this increase in QBS's, we are asking that a position of Bid Specialist be created so that this work can be centralized with just one person.
- 4) To reinforce & encourage the use of BidSync, an electronic bidding platform, for all small purchases, and particularly those in excess of \$1,000.
6 MONTH STATUS: This has not been as successful as we would have liked. Although the use of BidSync has increased, departments have been reluctant to change their behavior in spite of a city policy mandating the use of BidSync.
- 5) To continue to sign up city employees with logons for BidSync, so they can comply with the Purchasing Internet Policy.
6 MONTH STATUS: This is ongoing. However, it is difficult to keep up with the approximately 250 users. Due to turnover as a result of retirements, transfers and layoffs it is difficult to maintain the awareness of whom these people are at any given time. There are currently 104 registered BidSync users. It appears that there are a substantial number of employees who have the responsibility for satisfying purchasing requirements within their departments who do not have a BidSync account.

FY 2009-2010 ADDITIONAL ACCOMPLISHMENTS

- 1) Maintain level of service despite increased workload & reduction in staff.
- 2) Successful transition into MUNIS, the new finance system.
- 3) Re-trained our end-users on how to explore MUNIS and find the necessary information they need to accomplice their tasks.
- 4) Made it possible to accept e-mails for change notes on day to day purchases.

	GENERAL FUND BUDGET		APPROPRIATION SUPPLEMENT	
PURCHASING				

ORG	OBJECT DESC	FY2009 ACTUAL	FY2010 BUDGET	FY2011 MAYOR PROPOSED	FY2011 COUNCIL ADOPTED	VARIANCE TO FY2010 BUDGET
'01035000 PURCHASING		366,127	467,436	514,744	514,744	47,308
	'51000 FULL TIME EARNED PAY	265,287	353,503	379,443	379,443	25,940
	51004 FULL TIME VACATION PAY	23,083	0	0	0	0
	51006 FULL TIME SICK PAY	15,906	0	0	0	0
	51008 FULL TIME PERSONAL PAY	2,775	0	0	0	0
	51016 FULL TIME JURY DUTY PAY	183	0	0	0	0
	51028 FT RETROACTIVE PAY	990	0	0	0	0
	51032 FT DOCKING PAY	-869	0	0	0	0
	51102 LONG TERM ACTING PAY	21,895	0	0	0	0
	'51140 LONGEVITY PAY	0	0	5,100	5,100	5,100
	'52360 MEDICARE	0	5,126	3,780	3,780	-1,346
	'52385 SOCIAL SECURITY	0	0	3,951	3,951	3,951
	'52504 MERF PENSION EMPLOYER CONT	0	26,513	36,531	36,531	10,018
	'52917 HEALTH INSURANCE CITY SHARE	0	40,281	45,406	45,406	5,125
	'53605 MEMBERSHIP/REGISTRATION FEES	200	250	250	250	0
	'53705 ADVERTISING SERVICES	0	1,000	750	750	-250
	'53905 EMP TUITION AND/OR TRAVEL REIM	0	463	347	347	-116
	'54675 OFFICE SUPPLIES	5,439	7,000	7,000	7,000	0
	'54705 SUBSCRIPTIONS	279	300	300	300	0
	'55150 OFFICE EQUIPMENT	2,823	2,000	1,675	1,675	-325
	55505 COMPUTER EQUIPMENT	1,767	0	0	0	0
	'56075 EDUCATIONAL SERVICES	1,498	5,000	4,211	4,211	-789
	'56175 OFFICE EQUIPMENT MAINT SRVCS	870	2,000	2,000	2,000	0
	'56180 OTHER SERVICES	24,000	24,000	24,000	24,000	0

GENERAL FUND BUDGET

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